



## **TEMPORARY ALCOHOLIC BEVERAGE SALES SIGN OFF/VERIFICATION APPLICATION**

### **No more than six (6) temporary alcohol events allowed in a 12 month period**

The Land Development Code, Section 6.11.11, permits the temporary sale and consumption of alcoholic beverages provided such sales are licensed by the State and occur no more than six times within a 12-month period at the same location.

### **Must be in conjunction with a permitted “host event” or permanent location...**

The alcohol sales and consumption may only occur in conjunction with permissible host events, such as carnivals, fairs, festivals, and similar activities. Alternatively, temporary alcohol sales may be allowed in conjunction with a permanent events center or hall. A permit for a host event must be obtained prior to or concurrent with the temporary alcohol permit sign off. An outdoor Neighborhood Fair is allowed as a Conditional Use on all zoning categories except UC-3. Approval of the Conditional Use application is good for five events at the same location and five Temporary Alcoholic Beverage sign-offs. The duration of a Neighborhood Fair should not exceed five calendar days and should benefit a non-profit organization. Non-profit documentation is required when submitting the Conditional Use application and when requesting an alcoholic beverage permit sign-off. For-profit events, defined on the LDC as Carnivals/Circuses, are only allowed as a Conditional Use in CI and M zoning and as a Special Use in CG zoning. Each application approval is good for only one event and one Temporary Alcoholic Beverage sign-off. The duration of a for-profit event shall not exceed ten calendar days.

### **More than six (6) events...**

If the site's needs will entail more than six (6) events with a Temporary Alcoholic Beverage permit within a 12-month period, a permanent “wet zoning” will be required to facilitate this activity. The Land Development Code, Section 6.11.11 describes the different classification of Alcoholic Beverage Development permits (aka wet zoning) available.

### **Need more info...**

Submittal of all applicable documentation on the attached check list is required to obtain a Temporary Alcoholic Beverage Permit sign-off. For questions regarding this documentation, please contact a zoning counselor at 813-272-5600, select “zoning”, and then “zoning counseling”. Zoning counselors are also available in person from 8AM to 5PM at 601 E, Kennedy Blvd., 19<sup>th</sup> floor, Tampa, FL 33602.



Hillsborough County  
 Development Services Department  
 601 East Kennedy Boulevard, 19<sup>th</sup> Floor  
 P.O. Box 1110  
 Tampa, FL 33629  
 Phone: 813-272-5600

## TEMPORARY ALCOHOLIC BEVERAGE SALES SIGN OFF/VERIFICATION

**Please submit the Sign Off / Verification AB Form at the above address with the required documentations.**

**Property Owner Information:**

Name:

Address:

City:

State:

Zip:

Phone:

Fax:

Email:

Please fill out the attached Affidavit to Authorize Agent from if different than the applicant.

**Applicant's Information:**

Name:

Address:

City:

State:

Zip:

Phone:

Fax:

Email:

**Site Location Information:**

Address:

Folio Number(s)\*:

\*Please go to <http://www.hcpafl.org/> to obtain the Folio Number(s) of the property(ies).

Name of location/establishment:

**Type of event:**

Indoors Event

Neighborhood Fair: Name of Non-Profit Organization \_\_\_\_\_ Conditional Use Application No. \_\_\_\_\_

Carnival/Circuses: Conditional Use Application No. \_\_\_\_\_ or Special Use Application No. \_\_\_\_\_

Event Date(s):

Event Hours:

**How many** Temporary Alcohol Beverage Sales permit have been issued on this property within the last 12 months? (temporary permits are allowed no more than six times within a 12 month period, per Section 6.11.11): \_\_\_\_\_

Will the event include the use of amplified sounds/music?  Yes  No

**Office Use Only**

Application Number \_\_\_\_\_

Received Date: \_\_\_\_\_ Received By: \_\_\_\_\_

**AFFIDAVIT TO AUTHORIZE AGENT**

STATE OF FLORIDA  
COUNTY OF HILLSBOROUGH

\_\_\_\_\_  
(NAME OF ALL PROPERTY OWNERS), being first duly sworn, depose(s) and say(s):

1. That (I am/we are) the owner(s) and record title holder(s) of the following described property, to wit:

ADDRESS OR GENERAL LOCATIONS: \_\_\_\_\_ Folio No: \_\_\_\_\_

2. That this property constitutes the property for which a request for a: \_\_\_\_\_ (NATURE OF REQUEST) is being applied to the Board of County Commissioners, Hillsborough County.

3. That the undersigned (has/have) appointed \_\_\_\_\_ as (his/their) agent(s) to execute any permits or other documents necessary to affect such permit.

4. That this affidavit has been executed to induce Hillsborough County, Florida, to consider and act on the above described property;

5. That (I/we), the undersigned authority, hereby certify that the foregoing is true and correct.

\_\_\_\_\_  
SIGNED (PROPERTY OWNER)

\_\_\_\_\_  
SIGNED (PROPERTY OWNER)

**STATE OF FLORIDA  
COUNTY OF HILLSBOROUGH**

The foregoing instrument was acknowledged before me this (DATE) \_\_\_\_\_ by

who: \_\_\_\_\_ (Property Owner)

Personally known to me     Florida driver's license

Other type of identification: \_\_\_\_\_

and who:  did     did not take an oath.

\_\_\_\_\_  
(Signature of Notary taking acknowledgment)

\_\_\_\_\_  
Type or Print Name of Notary Public

\_\_\_\_\_  
Commission Number

\_\_\_\_\_  
Expiration Date

**STATE OF FLORIDA  
COUNTY OF HILLSBOROUGH**

The foregoing instrument was acknowledged before me this (DATE) \_\_\_\_\_ by

who: \_\_\_\_\_ (Property Owner)

Personally known to me     Florida driver's license

Other type of identification: \_\_\_\_\_

and who:  did     did not take an oath.

\_\_\_\_\_  
(Signature of Notary taking acknowledgment)

\_\_\_\_\_  
Commission Number

\_\_\_\_\_  
Expiration Date

# TEMPORARY ALCOHOLIC BEVERAGE SIGN-OFF CHECKLIST

## *Incomplete applications won't be accepted*

- Complete Temporary Alcoholic Beverage Sales Sign Off / Verification form.
- Recorded Deed for the subject property.
- Complete Affidavit if applicant is other than the property owner.
- Submit SUNBIZ form if property is own by a corporation.
- Copy of site plan submitted with Conditional Use/Special Use associated with this request.
- If applicable, a copy of previously approved Temporary Alcohol Beverage Sales permit sign-off for the subject property.

### **Supplemental information for Neighborhood Fairs:**

- Copy of complete and notarized “Section 6 – Affidavit of Applicant for Non-profit Civic Organization Alcoholic Beverage Permit” from the Florida Division of Alcoholic Beverage and Tobacco temporary alcohol beverage permit application.
- Copy of the Conditional Use Permit approval letter for the proposed event date. If the Conditional Use is a Neighborhood Fair Permit, the permit is valid for five separate fairs, provided no changes in site conditions are proposed. If the event date is not listed on the letter as a specifically approved event date a new approval letter is required to confirm no changes in site conditions. Please contact County staff (staff contact info is provided on the permit approval letter) at least 7 days prior to the new event date to obtain an updated approval letter.

### **Supplemental information for Carnival/Circuses:**

- Copy of the Conditional Use/Special Use approval letter for the proposed event date. This approval is good for one event only. Subsequent events would require a new Conditional Use/Special Use approval.

AIRPORT HAZARD EVALUATION (Effective  
October 13, 2015)

Properties located within the map areas depicted below may be subject to a separate Airport Height Zoning Permit approval process of the Hillsborough County Aviation Authority (HCAA), pursuant to the HCAA's Airport Zoning Regulations. Additionally, pursuant to an Interlocal Agreement between the HCAA and Hillsborough County, any Land Development Proposal within proximity to Tampa International Airport and Tampa Executive Airport and Educational facilities and landfills located with certain mapped areas will be transmitted to HCAA for review.

**For additional information and questions:**

Tampa International Airport Information Link: <http://www.tampaairport.com/airport-height-zoning>

Contact: Tony Mantegna / Tampa International Airport Phone:

(813) 870-7863 [tmantegna@tampaairport.com](mailto:tmantegna@tampaairport.com)

